



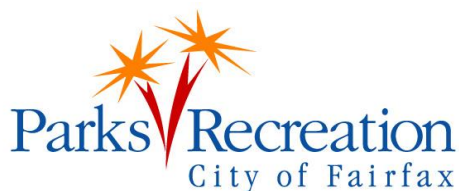
SPANISH IMMERSION PRESCHOOL

“Have fun and LOVE Spanish”

**Educate before instructing.
2015-2016**

Sherwood Community Center
3740 Old Lee Highway
Fairfax, VA 22030
703-385-1695

parksrec@fairfaxva.gov



**2015-2016
Parents Handbook**

**THE
HAPPINESS
OF
CHILDREN
IS OUR
GREATEST
WISH.**

BY: HUMAN ADVANCE

703.717.2687
571.606.9754

www.michuchutren.com

Tuesday, Wednesday, Thursdays
9:00am to 12:00pm

Welcome Aboard Mi Chu Chu Tren's Preschool program.

Dear Parent,

Thank you for your interest in our preschool program. Mi Chu Chu Tren's Preschool immersion program is a nurturing community that educates the whole child, where children develop mutual respect, personal responsibility, and a passion for learning. We are very happy to have your children with us.

Our unique curriculum provides an excellent academic and social education while giving children the invaluable skills of comprehension and use of the Spanish language and an appreciation for the culture. The philosophy is to make them happy children able to socialize, accepting themselves as they are, special beings, with immense potential to give and receive. We are aware of the enormous responsibility in our hands, but that is what motivates us to make of them, happy, wonderful children, wanting to give the best of them.

We realize that the first week will be the most difficult for some of the children. We will do our best to meet and greet your child immediately and involve them in one of our activities. It would be helpful if you do not make the good-byes too long so your child can get acclimated quickly.

Please take time to read this information carefully so you and your child will come prepared.

We hope this handbook will help you and your child feel prepared for the program. Please feel free to ask any of the staff questions you may have or email us at humanadvanceinfo@gmail.com

We look forward to a great year together!

Mi Chu Chu Tren's Team

Spanish Immersion Preschool

By Mi Chu Chu Tren.

City of Fairfax Parks & Recreation Department
3740 Old Lee Highway, Fairfax, VA 22030

Our primary goal this school year is the happiness of your children. At this program, we strive to educate the whole child (mentally, physically, and emotionally) by guiding the children to learn to take care of themselves.

Our Three day School year preschool program for 2-5 year olds is offered Tuesdays, Wednesdays and Thursdays from 9:00am to 12:00pm.

Our Two day School year preschool program for 2-5 year olds is offered Tuesdays, and Thursdays from 9:00am to 12:00pm.

2015/2016 PROGRAM DATES

This is a 10-month program: September 8, 2015 through June 23rd, 2016.

PAPERWORK REQUIREMENTS

In order to keep your child safe, we require parents to complete Participant Information Card and return to the Sherwood Center, no later than September 8, 2015. This form will be given to you upon registration in the program. If any information changes, please make sure you contact staff to update the form.

PAYMENT PLAN DUE DATES*

Mi Chu Chu Tren's Preschool operates with the Automatic Payment Plan option, please make note that your card will be charged every month.

*Please mark these dates on your calendar. The Parks and Recreation Department will track payments and make every effort to send reminders and receipts for each billing period. Please let our staff know if your credit card information changes. Any payments that are not made on time will incur a \$25 late fee per week unpaid.

REFUND POLICY

If you are not satisfied with the program for any reason, please complete a Refund Request Form and staff will assist you with any refunds.

THE TEAM

Our teachers are well-trained and experienced in working with children. Team members have undergone training regarding the program. All staff has had criminal background checks and has met specific qualifications for working with children.

Andres Garcia President, CEO and Founder. Andres has a Bachelor Degree in Architecture and extensive experience in Interior Design. Lecturer at seminars on creativity. Professor, University

Professor of Open and Distance UNISUR, Academia Arco and University Corporation UNITEC in Bogota, Colombia, in the areas of radio and TV Production, Set Design, Art History and Geopolitics. Current Lecturer of Strategic Yaniano Coaching for the enterprise Human Approach. Editor & Publisher of books and works of Dr. Albert Yans. Passionate about transmitting knowledge through creative methodologies that inspire and motivate students.

Pilar Voelkl After being a successful professional in her field (biology), Pilar decided to turn into her passion for teaching and painting. Goal and result oriented, passionate for teaching – committed to providing a nurturing environment maximizing the potential of every student. As Spanish educator, I develop focused and energized lessons that motivate students about the importance of a second language. Passionate about arts, love to Oil paint on Canvas.

Camila Garcia Passionate Designer and creative thinker. Bachelor in Product Design and Master in Strategic Design, Camila brings to the team design thinking methodologies to improve customer experience and curriculum design. Her role as a mother of two little girls bring her experience as mom to every activity developed.

CURRICULUM

We know kids are natural born learners, we give them the tools and space for them to explore and fulfil their curiosity through hands-on-projects. Our curriculum develops the fundamental cognitive skills they will need for Kindergarten but we focus our hearts to teach them non-cognitive skills like perseverance, character, self-creativity, trust and respect, which we believe are the key for their personal success. We provide a balance of activities with developmentally appropriate materials and we have created a system personalized to the abilities of every student.

The goals of our program are:

- Promote love for the Spanish language and its learning.
- Engage, inspire and enthuse students by creating conditions in which they will want to learn.
- Enable students to pursue their particular interests and strengths.
- Keep their curiosity alive.
- foster positive self-concept
- develop social skills
- Encourage language development
- Enhance physical development and skills
- Encourage creative expression and appreciation for the arts

The teachers respects the child's right to choose not to. Children are not always required to move from one activity to another as a group. Unregimented transitions are also used as a vehicle for learning. To promote the development of language, students have frequent opportunities to engage in conversations with teachers and classmates. The continuous exposure to the Spanish Language will help the student to learn in the natural way.

POSITIVE DISCIPLINE

We will work with our students to be sure all children understand the proper way to interact with other children in the group. We understand this may be the first time your child has been to a preschool program. We will encourage the children to play safely, respect people, and respect property.

Our team will use positive guidance and is encouraged to hold meetings to problem-solve issues as they arise. This teaches children necessary problem-solving skills while providing them with opportunities to share their opinions. Mutual respect is an important part of the process.

Positive discipline uses an authoritative approach, where a child's feelings are taken into consideration. Children are encouraged to share about their feelings as well as discuss their mistakes, ideas, and problems openly. The teachers will work on resolving issues while modeling respectful communication. If any problem arise, first contact information will be the parents directly, so we can find a solution together.

APPROPRIATE DRESS

Please make sure your child is dressed to play and move. Weather permitting, we may have outdoor activities or a visit to the playground. We will appreciate if you can send a clean change of clothes for your child.

BIRTHDAY CELEBRATIONS

Must be coordinated with the teacher at least one week prior to the anticipated celebration date. Parents are welcome to prepare special birthday treats for your child's class. Small Birthday cupcakes are acceptable, however we would prefer cookies or other non-messy treats.

DROP OFF AND PICK UP

Upon arrival at the Sherwood Center each day at the specified time, PARENT or GUARDIAN must sign-in children with a staff member at the program. At the end of the day, PARENT or GUARDIAN must sign-out child(ren) with a staff member.

Pick-up Authorization Form portion on the back of the Participant Information Card with all the people who are allowed to pick up your child. Your child will not be allowed to leave the program with anyone other than a parent or guardian, unless they are on the pick-up authorization list. REMEMBER, this is for your child's safety and please make sure to pick up your child on time.

If a family has a change of address or phone number at anytime during the school year, it is required that the Teacher be immediately notified in writing. This also applies to any changes in work or emergency phone numbers. It is critical for us to have up-to-date contact information on parents in case of an emergency. Please provide the school with the names, addresses, and phone numbers of 3 responsible adults who can be contacted in the event of an emergency if the parent cannot be reached.

HEALTH CONCERNS

We will notify you immediately if your child exhibits any signs of illness while attending the preschool program. You are required to pick your child up as soon as possible. Please keep your child home during illness and for 24 if:

- a) has a fever of 100 degrees (F) or higher;
- b) has recurring vomiting or diarrhea;
- c) exhibits any communicable illness such as conjunctivitis (“pink eye”).

Staff will NOT administer any medications to children during the program. If your child needs to take medication during the program time, a parent or guardian must come to the program to administer the medication to their kids.

Children who are suspected of head lice are required to stay home and can only return with the approval of a doctor. Please check your child’s heads for this condition and if you do find any indication of head lice, it is mandatory that your child stay home from camp and see a doctor immediately. Staff may require a doctor’s note for a child to return to the program.

POTTY TRAINING

Our program has been created for children already potty trained and the team will not change any diapers. Anyway, we understand that children at this age may still be in the process of toilet training and if an accident occurs, we will handle this in a sensitive manner, unfortunately we are not able to change them so we will need to call you. Recurring problems will be addressed individually.

PARENT-TEACHER COMMUNICATION

Teachers are available to parents throughout the school year to keep the lines of communication open in the best interest of the children. Parent-teacher conferences can be scheduled throughout the school year if necessary. Please privately contact a teacher with any concerns about a child or class situation. If you need further assistance Mi Chu Chu Tren’s office phone number is (703) 7172687. Parents may send email messages directly to the teacher or to the office at humanadvanceinfo@gmail.com

WE WELCOME FEEDBACK.

If there is something you disagree with, or if there is any problem please let us know. Mistakes help us grow and we welcome every comment from you or your child.

PARENTS PARTICIPATION

We recognize parents as the primary and principal educators of their children. Parents are encouraged to participate in the programs, which are developed for the education of their children. If you want to be at one of our classes, please let us know , we will gladly arrange a time for you.

EMERGENCIES

Should an emergency occur, our staff will contact the first name on the registration form immediately. Should those persons be unavailable, we will contact the emergency contacts. Please make sure all the emergency contact information is up to date at all times.

MANDATED REPORTING

As required by Virginia state law, all program staff are considered mandated reporters. Mandated Reporting laws require that professionals who deal with children report suspicious circumstances suggestive of child maltreatment to child protective services.

SNACK AND ALLERGIES

Mi Chu Chu Tren will provide a small snack and water/ juice to children during the program each day. We provide food with non-allergens but please make staff aware of all allergies that your children have as we will try to best accommodate all children's needs. Children are not allowed to bring their own snacks and/or drinks to the class for the safety of their classmates.

NO MAKE –UP DAYS POLICY

No make-up days are provided unless we cancel a class due to a teacher's illness or School problem. We do not offer make up for the days cancelled by inclement weather unless FCPS add make up days to their calendar.

INCLEMENT WEATHER/ SCHOOL CLOSINGS POLICY

Mi Chu Chu Tren's program and the City of Fairfax Parks and Recreation Department follows the Fairfax County School's cancellation policy. When schools are closed due to inclement weather Mi Chu Chu Tren will be cancelled. Website for Fairfax County school information: www.fcps.edu.

When Fairfax County Schools are delayed for one to two hours, Mi Chu Chu Tren will start at 10:00am. In the event of inclement weather during a time when public schools are not in session or in the case of extenuating circumstances such as extreme temperature or issues with busing which does not affect Parks and Recreation programs the City of Fairfax Parks and Recreation Department Director or designee will make a decision on cancellations and delays. Please call the center before leaving your home for updated center information and possible cancellations.

This information will be posted on the website, www.fairfaxva.gov or call 703-385-1695. Staff will make all effort to contact participants by e-mails and, where appropriate, phone calls.

IMPORTANT TELEPHONE NUMBERS

Mi Chu Chu Tren's Office	(703) 7172687
Mi Chu Chu Tren's Website	www.michuchutren.com
Mi Chu Chu Tren's Email	humanadvanceinfo@gmail.com
Teacher's Cell-phone number	(571) 6069752
Sherwood Community center main desk	(703) 3851695
Fairfax County School weather announcement	http://www.fcps.edu/news/emerg.shtml

We provide information most of our updates and/or special announcements through our Facebook page, Twitter account and website. We will appreciate if you can join the community in order to keep you informed. Thanks

www.facebook.com/michuchutren

Twitter: @michuchutren